

SUBMITTING A CONFERENCE SPONSORSHIP

Document Approval and Version Control

Procedure	Clarity User Guide
Document version:	Version 1.0
Prepared By:	Nicole Legovich
Date:	11 July 2018
Approved By:	General Manager, Research & Innovation
Date:	13 July 2018
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Policy review due by:	13 July 2021

Responsible Officer

Name	Position	Contact Details
Michael Beer	General Manager, Research & Innovation	(02) 6923 6915

1. How to Login to Clarity

In the address window of your internet browser, enter the URL (<http://research.agrifutures.com.au>) and click **Go**.

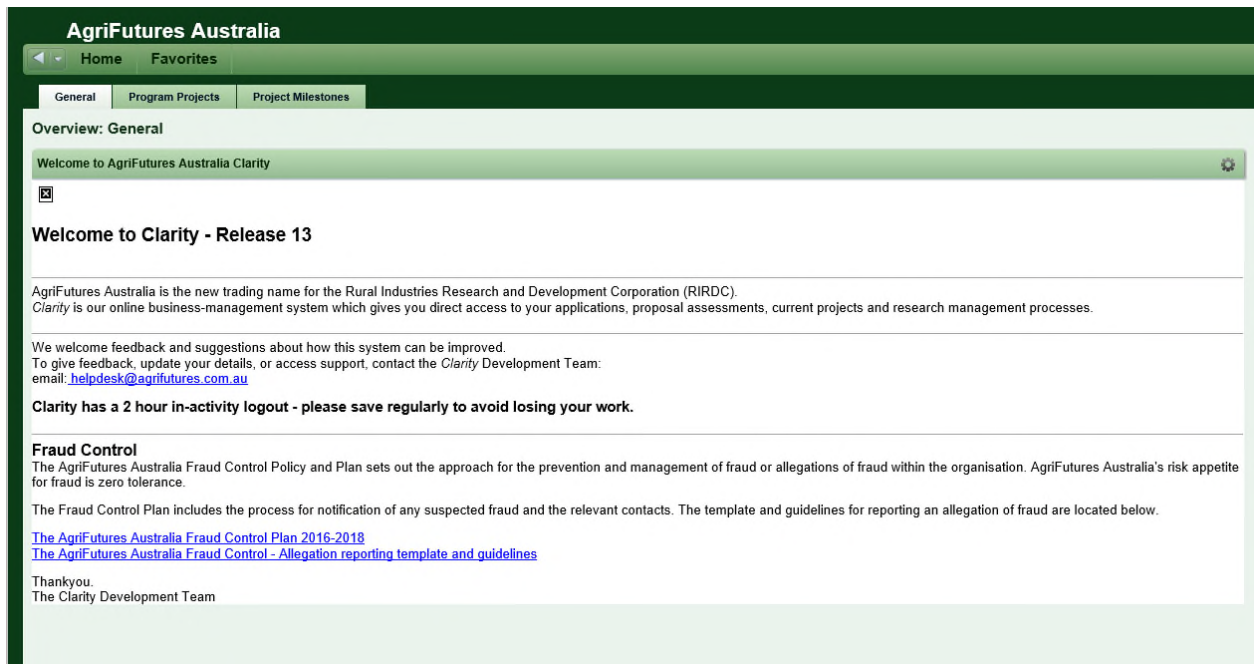
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



Forgotten your login details?

Email AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au

Your personal overview page will appear. Please verify the information on the screen. If the information is correct please continue. If not, please email the AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au to have it updated.



AgriFutures Australia

Home Favorites

General Program Projects Project Milestones

Overview: General

Welcome to AgriFutures Australia Clarity

Welcome to Clarity - Release 13

AgriFutures Australia is the new trading name for the Rural Industries Research and Development Corporation (RIRDC). Clarity is our online business-management system which gives you direct access to your applications, proposal assessments, current projects and research management processes.

We welcome feedback and suggestions about how this system can be improved. To give feedback, update your details, or access support, contact the Clarity Development Team: email: helpdesk@agrifutures.com.au

Clarity has a 2 hour in-activity logout - please save regularly to avoid losing your work.

Fraud Control
The AgriFutures Australia Fraud Control Policy and Plan sets out the approach for the prevention and management of fraud or allegations of fraud within the organisation. AgriFutures Australia's risk appetite for fraud is zero tolerance.

The Fraud Control Plan includes the process for notification of any suspected fraud and the relevant contacts. The template and guidelines for reporting an allegation of fraud are located below.

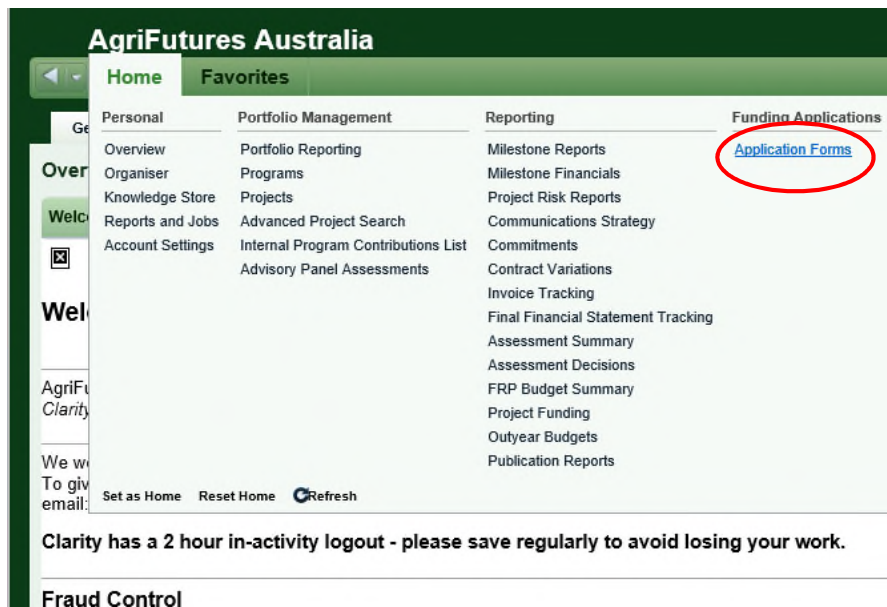
[The AgriFutures Australia Fraud Control Plan 2016-2018](#)
[The AgriFutures Australia Fraud Control - Allegation reporting template and guidelines](#)

Thankyou.
The Clarity Development Team

2. Submitting your travel application

To create a new Conference Sponsorship Application

Select Home -> Application Forms.



AgriFutures Australia

Home Favorites

Personal	Portfolio Management	Reporting	Funding Applications
Overview	Portfolio Reporting	Milestone Reports	Application Forms
Organiser	Programs	Milestone Financials	
Knowledge Store	Projects	Project Risk Reports	
Reports and Jobs	Advanced Project Search	Communications Strategy	
Account Settings	Internal Program Contributions List	Commitments	
	Advisory Panel Assessments	Contract Variations	
		Invoice Tracking	
		Final Financial Statement Tracking	
		Assessment Summary	
		Assessment Decisions	
		FRP Budget Summary	
		Project Funding	
		Outyear Budgets	
		Publication Reports	

Set as Home Reset Home Refresh

Clarity has a 2 hour in-activity logout - please save regularly to avoid losing your work.

Fraud Control

Select New.

Ideas

Filter: System Default ▾

Application ID

Project Title

RIRDC Program & Goal

Filter Show All Save Filter Clear

<input type="checkbox"/>	Project Title	Application ID ▲	Principal Investigator
<input type="checkbox"/>	There are no items to display		

New

The Applications overview, general information page will appear.

Create Idea

Compliance with Agreement

- AgriFutures Australia uses a standard form contract for projects (Research Agreement or Provider Agreement) which sets out the terms on which AgriFutures Australia will engage successful applicants to carry out the project.
- Applicants must be familiar with the Research Agreement before lodging Preliminary Research Proposals (PRPs) or the Provider Agreement prior to lodging a RDQ response, and are advised to seek legal advice regarding the Agreements before submitting either proposal.
- The Agreements have been developed to reflect AgriFutures Australia's statutory and other responsibilities in funding projects. AgriFutures Australia will generally not negotiate substantive amendments to any clauses of the Agreement unless:
 - (a) it is satisfied that exceptional circumstances exist that require amendment to the standard form; and
 - (b) the applicant completes a statement of non-compliance for each of those clauses.
- Applicants will be taken to have agreed to all Agreement clauses that are not referred to in a statement of non-compliance.
- The extent of any non-compliance will be a factor in AgriFutures Australia's evaluation of the application.
- If you require further information regarding the Project Agreement please contact Louise Heaslip, General Manager Business and Finance on Louise.Heaslip@agrifutures.com.au.

Research Agreement URL <http://www.agrifutures.com.au/wp-content/uploads/2017/08/Research-Agreement.pdf>

Provider Agreement URL <http://research.agrifutures.com.au/niku/app?action=dms.viewFile&RhXm0r7tSeUqEr=true&fileId=7250891&fileName=Provider%20Agreement.pdf&filedownload=filedownload&RhXm0r7tSeUqEr=true>

Agreement with Agreement

Project Application

Project Title (Please note, your project title must be no more than 80 characters)

Application ID APP-011465

Entered By Legovich, Nicole

AgriFutures Australia Program & Goal

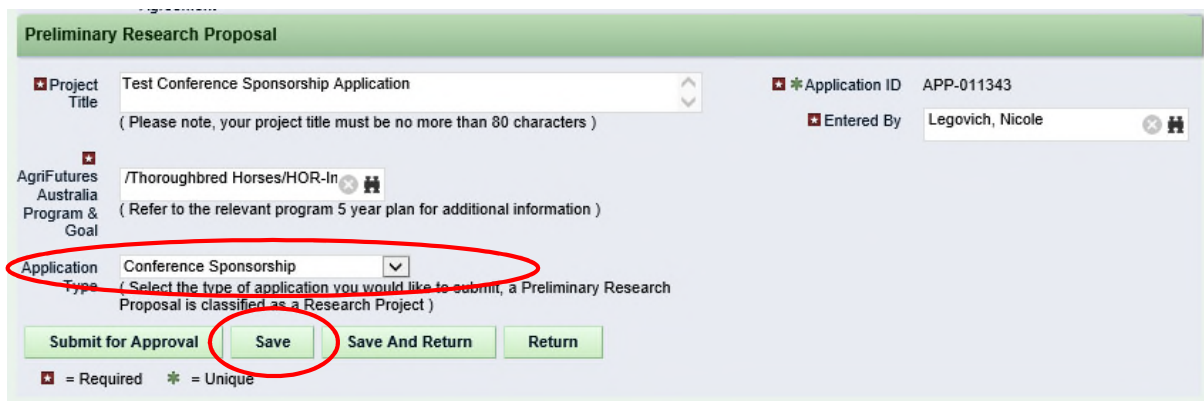
Application Type Conference Sponsorship (Select the type of application you would like to submit.)

Submit for Approval Save Save And Return Return

= Required * = Unique

This page will require you to view the AgriFutures Australia Terms and Conditions and complete the following details:

- **Compliance with Research Agreement** - Principal Investigator and Administrative Contact should review the Research Agreement Terms and Conditions prior to creating an Application.
- **Project Title** – enter the title of the conference.
- **Application ID** – this field will be automatically generated by Clarity. You should remember your Application ID for future liaison with AgriFutures Australia.
- **AgriFutures Australia Program and Goal** – click on the binoculars. A look up screen will appear. Please select the AgriFutures Australia Portfolio, Program and Goal that your proposal relates to [e.g. Global Challenges/GC-Food Security]. Please refer to the relevant program five year R&D plan for more information.
- **Application Type** – from the drop-down list, select “**Conference Sponsorship**”.
- **Entered By** – this field will be automatically generated by Clarity.



Preliminary Research Proposal

Project Title: Test Conference Sponsorship Application
(Please note, your project title must be no more than 80 characters)

Application ID: APP-011343

Entered By: Legovich, Nicole

AgriFutures Australia Program & Goal: /Thoroughbred Horses/HOR-In
(Refer to the relevant program 5 year plan for additional information)

Application Type: Conference Sponsorship
(Select the type of application you would like to submit, a Preliminary Research Proposal is classified as a Research Project)

Buttons: Submit for Approval, Save, Save And Return, Return

Legend: = Required * = Unique

Once you have completed all fields, press **Save**.

Once you have selected **Save**, click **Properties** -> **Conference Sponsorship Application**




Please complete all fields on the application and press **Save**.

Idea: Test Conference Sponsorship Application - Properties - Main - Conference Sponsorship Application Actions

General Information

Project Title Test Conference Sponsorship Application
(Please note, your project title must be no more than 80 characters)

***Application ID** APP-011343
First year of funding 2017/18

AgriFutures Australia Program & Goal HOR-Improve the safety of ind 
(Refer to the relevant program 5 year plan for additional information)

Conference Details

Conference Title

Conference Dates

Conference Start Date 
 Conference Finish Date 

Conference Objectives

Conference Objectives

Background & Expected Outcomes

Background & Expected Outcomes

Sponsorship Benefits

Sponsorship Benefits

Target Audience / Participants

Target Audience

(eg. industry, media, government etc)

Principal Contact Details

Title <input type="text"/> 	Postal Address 1 <input type="text"/>
First Name <input type="text"/>	Postal Address 2 <input type="text"/>
Surname <input type="text"/>	Postal Address 3 <input type="text"/>
Phone Number <input type="text"/>	City <input type="text"/>
Fax Number <input type="text"/>	State <input type="text"/>
Email <input type="text"/>	Postcode <input type="text"/>

Payment Details

Make Payment To

(include postal address if different to Principal Contact details)

Other Sponsorship Sought / Gained

Other Sponsorship Sought

(provide details of other organisations that have been approached to sponsor the event)

Financial Support Requested from AgriFutures Australia

Expenditure <input type="text"/>	Amount	0 <input type="text"/>	
Expenditure <input type="text"/>	Amount	0.00 <input type="text"/>	
Expenditure <input type="text"/>	Amount	0.00 <input type="text"/>	
Expenditure <input type="text"/>	Amount	0.00 <input type="text"/>	
(please specify what the sponsorship funding will be spent on ie. venue hire, guest speakers, proceedings, etc)		TOTAL	0 <input type="text"/>

GST? (is the applicant registered for GST?)

= Required = Unique

NOTE: You can save your unfinished proposal at any time. It will appear on your ideas page as a preliminary research proposal with the status of 'open'. To re-access the proposal simply click on the title. AgriFutures Australia advises all applicants to **SAVE** as you go.

IMPORTANT

Save: saves your work and takes you on to the next step.

Submit: saves your work and returns you to the list view.

Submit for Approval: saves your work and submits your proposal to AgriFutures Australia for assessment.

Cancel: cancels the idea without saving.

3. Submitting your Conference Sponsorship for approval

When you are confident that your application is complete you are ready to submit your application for approval.

Simply click the **Submit for Approval** button at the bottom of the screen and your proposal will be automatically submitted to AgriFutures Australia.

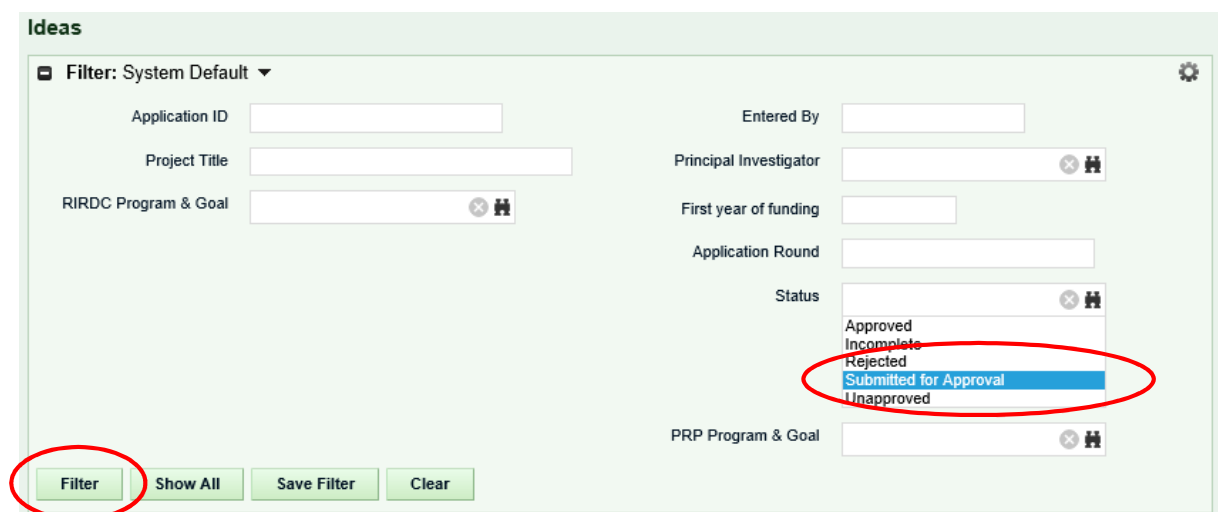
NOTE: After submission of your proposal, you will not be able to make any changes to your request for conference sponsorship.

4. Administrative Contact Approval

Navigate to Home -> Application Forms.



A list of projects under your organization will show, change the filter status to only have **Submitted for Approval** and click **Filter**.



Click on the
then click on
**Conference
Application.**



project name,
**Properties ->
Sponsorship**

When you have reviewed the Application, click **Save and Return.**

To approve or reject, check the box next to the Project title and click either the **Approve** or **Reject** button.

Status

- Approved
- Incomplete
- Rejected
- Submitted for Approval
- Unapproved

PRP Program & Goal

Filter
Show All
Save Filter
Clear

	Project Title	Application ID	Principal Investigator	RIRDC Goal	First year of funding	RIRDC Contribution - Direct YR1	RIRDC Contribution - Direct YR2	RIRDC Contribution - Direct YR3	RIRDC Contribution - Direct YR4	RIRDC Contribution - Direct YR5	TOTAL RIRDC FUNDING REQUESTED	Status
<input type="checkbox"/>	Test Conference Sponsorship Application	APP-011343	Investigator, No Principal	HOR-Industry planning, economic benefit studies and market research	2017/18	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	0.00 AUD	Submitted for Approval

Displaying 1 - 1 of 1

New
✔ Reject
✔ Approve
✔ Mark for Deletion
✔ Cancel Deletion

Approving: submits the application to AgriFutures Australia

Rejecting: sends the application back to the Principal Investigator for editing.